

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

MINUTES Draft – January 8, 2013

PRESENT:	
Felicia Tyler	LHRC Member, Chair
Robin Rukin	LHRC Member, Secretary
Robert Thompson	LHRC Member
Timothy Jones	Office of Human Rights
Patricia Bills	Alexander House
Suzanne Loughman	C.A.T.C.H
Danielle Wade	Chessen and Associates
Christopher Taggart	Cornerstone Support Services
Heather Fisher	Family Solutions
Mina Malok	Five Star Living
Teresa James	Brighter Futures
Simone Dreher	Guiding Young Girls
Juanita Austin	Guiding Young Girls
Ednora Mason	Heart & Soul
Matthew Bradley	Heart & Soul
Robert Stitt, Jr.	Inner Circle
Jill Adrian	Newport News Behavioral Health Center
Marcellus Moore	Opportunities for Growth
Gregory Smith	Residential Living Options
ABSENT:	
Deborah Elliott	LHRC Member
Clarence Mayo	Faith Hope Care Provider

I. CALL TO ORDER

The meeting was called to order by Ms. Tyler, Chairperson at 2:03pm.

II. REVIEW OF THE MINUTES

The minutes for the October 9, 2012 meeting were reviewed. A motion was made by R. Rukin to accept the minutes as written. Motion was seconded by R. Thompson. Vote was taken, all in favor.

III. OLD BUSINESS

None

IV. NEW BUSINESS

Topic: Removal of Transitions Training and Development from the NNRLHRC

Action: A motion was made by R. Rukin that Transitions Training and Development be removed as an affiliate of the NNRLHRC, per letter from the affiliate. Motion was seconded by R. Thompson. Vote was taken, all in favor.

V. ADVOCATE'S REPORT

Mr. Jones sent out an email on December 21, 2012 reminding the affiliates to submit their quarterly and annual reports **prior** to the next LHRC meeting (January 8, 2013). It was stated within the email that all affiliates must mail their quarterly and annual reports to the board members and OHR no later than one week prior to the scheduled meeting. If the quarterly report is not provided, OHR will be notifying the affiliates licensing representative.

Also within the December 21st e-mail, Mr. Jones stated that the annual seclusion and restraint report (January 1, 2012- December 31, 2012) is due by January 15, 2013 / 5:00pm. The report needed to be submitted to the below individual and not to the OHR.

The office of Clinical Quality and Risk Management:
Attention: Marion Greenfield or Mary Clair O'Hara
1220 Bank Street, Richmond, VA 23219-3645
804-786-4516

One consumer board member position is needed for the NNRLHRC. If an affiliate has a candidate they would like to be considered for the position, applications can be found on the DBHDS website or you may notify Mr. Jones so he can provide an application.

Mr. Jones explained the process for adding new services and locations:

New Service: Go DBHDS website and print out the Human Rights Compliance Verification Form, <http://www.dbhds.virginia.gov/documents/OL-Licensing-OHR-ProviderVerification.pdf>. Complete form and submit to Ms. Margaret Walsh along with your required policies. If you are utilizing the same policies as your existing program, a letter can be submitted to the LHRC members stating that the new service will be utilizing the same approved policies and procedures.

New Location: If the new location is the same type of program as your existing program, all that is required is a letter to the OHR. The existing program is already affiliated through the NNRLHRC.

VI. STANDING REPORTS

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in closed session. The following affiliates read aloud their quarterly and annual reports to the board members and OHR:

- Alexander House
- Brighter Futures
- C.A.T.C.H
- Chesson and Associates
- Cornerstone Support Services
- Guiding Young Girls
- Family Solutions
- Heart and Soul
- Newport News Behavioral Health Center
- Opportunities for Growth (4th Quarter Data Only)

- Residential Living Options
- Five Star Living (4th Quarter Data Only)

VII. PUBLIC COMMENT

None

VIII. CLOSED SESSION

Motion: At 2:40pm, R. Thompson moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review serious incidents from Residential Living Options, Alexander House, Family Solutions, and Newport News Behavioral Health Center, pursuant to the regulations. R. Rukin seconded the motion.

IX. RECONVENED IN OPEN SESSION

Motion: At 3:30pm, a motion was made by R. Thompson to reconvene into Open Session. Motion seconded by R. Rukin and each member so certified that to the best of each members knowledge only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

Residential Living Option - No recommendations

Alexander House - No recommendations

Family Solutions - No recommendations

Newport News Behavioral Health Center - No recommendations

XIII. NEXT SCHEDULED MEETING

<p>The next regular NNRLHRC meeting is scheduled for Tuesday, April 9, 2013 at 2:00pm at Newport News Behavioral Health Center. Refreshments provided by Cornerstone Support Services.</p>
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XIV. ADJOURNMENT

Ms. Tyler adjourned the meeting at 4:00pm

RESPECTFULLY SUBMITTED: Felicia Tyler, Chairperson

FT/jma